

**POSITION DUTY STATEMENT**

PM-0924 (REV 3/2006)

<b>CLASSIFICATION TITLE</b> Transportation Engineering Technician	<b>DISTRICT/DIVISION/OFFICE</b> D3/ Division of Maintenance and Traffic Operations Office of TMC / RTMC	
<b>WORKING TITLE</b> TMC Operator	<b>POSITION NUMBER</b> 903-350-3175-xxx	<b>EFFECTIVE DATE</b> April 2014

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under general supervision from the Branch Chief of Transportation Management, a Senior Transportation Engineer, and lead direction from a Transportation Engineer, Civil, the incumbent works in the Rancho Cordova Transportation Management Center (RTMC), observing and monitoring current traffic conditions for the safety of the public. The RTMC is a 24 hour facility, and during the absence of the Dispatcher-Clerk Supervisor, the incumbent will be expected to provide lead guidance to staff during traffic emergencies and on shifts occurring outside of normal business hours, and to consult with the Supervisor and/or Lead for direction needed during such instances.

**This position is only available to candidates that successfully pass the Department of Justice background check. The incumbent will also be required to sign CHP form 101A annually.**

**TYPICAL DUTIES:****PERCENTAGE****JOB DESCRIPTION**Essential (E)/Marginal (M)<sup>1</sup>

- 45% (E) Monitors and analyzes traffic conditions using graphic display systems, 2-way radio system and computer terminals. Provides assistance in the development of emergency incident operational decisions and contingency plans reviewing proposed detours and permanent CMS locations and messaging. Monitors CHP-CAD, scanners and other radios. Monitors media traffic report (TV and Radio). Transmits, receives, and monitors messages to/from the Traffic Management Team (TMT). Collects traffic flow and accident data, maintaining an activity log of all incidents. Monitors freeway operation utilizing surveillance software. Utilizes the CHP Computerized Aided Dispatch system (CAD), TMCAL program as well as Lane Closure System (LCS) to record actions taken to clear incidents. Maintains communications with the CHP Officer/Operator on Duty, traffic reporters, and public affairs to provide real-time motorist information. Attends periodic briefings with lead to discuss traffic operations and support for construction and maintenance activities including alternative routes and use of CMS, CCTV, HARS elements.

<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

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- 30% (E) Utilizes a variety of systems to coordinate traffic management and emergency plans, such as Changeable Message Signs, Closed Circuit TV System, Highway Advisory Radios and Freeway Service Patrols.
- 15% (E) Gathers and records traffic data and prepares reports as needed for the development of the District's Traffic Management Plans. Responds to specific requests for historical traffic data as needed.
- 10% (M) Provide backup for other RTMC staff, answer phones, use facsimile and copy machine, attend training and staff meetings.

**SUPERVISION EXERCISED OVER OTHERS:**

This position does not supervise. Incumbent may act as lead outside of normal business hours or in case of traffic incidents.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

The Transportation Engineering Technician must have knowledge of basic math skills for data reduction and calculations; must be able to develop knowledge and understanding of basic fundamentals of traffic engineering lending to the ability to analyze traffic situations; basic knowledge and use of computers including experience with Microsoft Office Suite, Filemaker Pro or similar applications is desirable; must possess good oral and written communication skills; must be articulate and have the ability to clearly and distinctly disseminate accurate information, especially when using a 2-way radio and telephone. Incumbent will be expected to follow standards of dynamic message signing and to provide safe, efficient detours in response to incidents.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Incumbent assists with decisions on traffic safety and traffic management concerning operating conditions of the highway system using various traffic control and information systems in the Traffic Operations Center. The incumbent must be accurate and able to communicate effectively both orally and written under emergency conditions. Public safety could be compromised if the wrong action is taken.

**PUBLIC AND INTERNAL CONTACTS:**

The Transportation Engineering Technician will have daily contact with Caltrans field staff by 2-way radio and telephone, California Highway Patrol, local agencies and traffic media.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

Incumbent may be required to sit for prolonged periods of time using a keyboard and video display terminal. Incumbent must remain alert and calm while working as a member of a team monitoring traffic conditions and observing traffic flow and patterns. Emergency procedures must be followed exactly when vehicle accidents are reported. The employee will experience peak work load during incidents, and must be able to multi-task. Remaining calm during emergency situations is critically

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important. Because of working with a team, and working in emergency situations, the incumbent must be positive, friendly, and diplomatic on the job.

**WORK ENVIRONMENT:**

The incumbent will work inside a closed climate controlled room under artificial lighting in a locked and secure building. The incumbent will be required to work overtime, irregular shifts/alternate work schedule, including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls.

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I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE